EETC/Communication Meeting Minutes
May 10, 2006

Members Present: Margaret Munson, Mary Hadd, Susan Khamtanh (for Rich Jacobs), Kevin Vande Wall, Steve Nicoll, Kay Anderson, Laura Roeder-Grubb

Others Present: Ken Paulsen and Lois Schmitz

Discussion started with establishing RFP library. TGB has interest in getting access to historical and active RFPs, to avoid duplication and to know if agencies can "piggy back" off one another.

Members present also have interest in: (1) seeing all RFPs as they develop their own, (2) leveraging existing RFP systems, and (3) capturing as many RFPs as feasible.

Ken Paulsen and Lois Schmitz, DAS, spoke on how RFPs are posted currently. The GSE Bid Opportunities Web site requires either the entire RFP or a link, and has some historical storage for access by the auditor, but only shows active RFPs.

Ken discussed option of looking at other states to see what they are doing. He also discussed the utilization of I/3.

I/3 is working on developing a Vendor Self-Serve Module, which is part of I/3 Procurement. It is set to "go live', in the fall of 2007. It will have centralized categories and potential to standardize the naming/titles of RFPs.

Lois Schmitz discussed creating a bid on I/3, and stated that you can have unlimited attachments, each with a 2 MB limit, and there would be some templates as well. Lois also stated that an evaluation section, contract, terms and conditions, and performance measures would be available as well. Some of the content for those items will vary from agency to agency and the templates could be overwritten.

Discussion took place regarding what public access would show, standard reports that could be generated through the data warehouse, use of commodity codes, and a small pilot project.

Members agreed to develop a "scope" document to give to Ashley Super as a start to developing a pilot project for using I/3 as an RFP repository. This will be done at next meeting, which is tentatively set for June 2006.

CIO Council Communication Committee
CIO Council Education and Emerging Technologies Committee
May 10, 2006
RFP Library Discussion

Introductions

What is an RFP Library and why would we want one?

Questions
1. What RFP documents would be included – technology only, all, not Regents, etc? If all, how would those not currently posted at DAS-GSE be gathered?
2. How can the existing on-line system(s) be leveraged to provide historical documents?
3. How would documents be organized? (Current system has links to other sites for their RFPs -- see below -- and has a "view all" list by date posted on the DAS-GSE site.)

    Iowa State University Construction Bids
    Iowa State University Purchasing Bid Solicitation
    University of Iowa Construction Bids
    University of Iowa Requests for Quotations
    University of Northern Iowa Requests for Quotations
    University of Northern Iowa Capital Projects
    Equipment and Supplies for DOT
    Highway Construction for DOT
    Engineering and Professional Services for DOT
    Iowa Department of Public Health
    DNR Major Construction Projects

4. How can the repository be searchable? (DAS-GSE page for current bids has a search engine of some sort.)
5. How long would documents be retained?
6. Who would own and maintain the library?
7. Would it be Intranet or Internet?